

# Reorganization Procedures

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**Purpose**

To provide supervisors and managers the appropriate steps to take when reorganizing or realigning staff and functions.

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**Definition**

Movement of an employee with their position when the organization is being restructured.

**Supervisor/Manager**

Step	Action
1	Prepares proposed package including: <ul style="list-style-type: none"><li>• Name and cost codes of old and new organization</li><li>• New position descriptions.</li><li>• Names of employees affected and their new location.</li><li>• Effective date.</li></ul>
2	Contacts Mint HR Position Management staff to notify them: <ul style="list-style-type: none"><li>• A reorganization is planned.</li><li>• Desired effective date.</li></ul>

**Mint HR Classification**

Step	Action
3	Coordinate with Mint Labor Relations regarding any related issues.
4	Coordinates with ARC HR Classification Specialist: <ul style="list-style-type: none"><li>• Position management issues relating to proposed new position descriptions and organizational structure</li><li>• Related historical classification background and documentation</li></ul>
5	Approves proposed package for position management and classification issues.
6	Notifies ARC HR reorganization contact that: <ul style="list-style-type: none"><li>• A reorganization is planned.</li><li>• Desired effective date.</li></ul>

**Supervisor/Manager**

Step	Action
7	Obtains necessary management and budget approvals for reorganization. (NOTE: For Mint, if this involves adding a new function it must be approved by the agency head. If only involves moving current organizations, must be approved by the HR Director.)

**ARC HR Classification**

Step	Action
8	Coordinates with Supervisor/Manager to resolve position classification questions.
9	Classifies new position descriptions and makes necessary corrections to existing position descriptions.
10	Updates job code and position information in HR Connect

**ARC HR Processing**

Step	Action
11	Advises supervisor of personnel actions needed in HR Connect
12	Coordinates with supervisor and ARC HR Classification Branch to agree on an effective date.

**Supervisor/Manager**

Step	Action
13	Prepares and submits all personnel actions in HR Connect.

**ARC HR Processing**

Step	Action
14	Coordinates and monitors to be sure actions are received.
15	Processes actions in HR Connect and NFC <ul style="list-style-type: none"><li>• Checks NFC to verify action applied.</li><li>• After PAYE runs, also checks PQ032.</li><li>• Receives and processes the SF-50, Notification of Personnel Action:<ul style="list-style-type: none"><li>○ Files the SF-50 in chronological order on right hand side of OPF.</li><li>○ Mails copies 1 &amp; 3 to agency point of contact</li></ul></li></ul>

**For more  
information from  
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